



This June surveyors from Accreditation Canada will be visiting various sites across the province. To help prepare for the visit, here are a few key emergency management terms and definitions.

- **All Hazards/Emergency/Disaster Plan:** These are various names that may be used for your site emergency plan which contains all site level emergency/code plans and business continuity plans. This document should be reviewed by all staff at least annually.
- **Emergency Management Exercises:** An exercise is a simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. These simulations can include live action drills, tabletop exercises, full scale exercises, fanout tests etc.
- **Fire Drill:** This is a form of emergency management exercise in which all staff should have the opportunity to participate. Sites which house patients/clients/residents overnight should perform these drills quarterly for each shift, at minimum. Sites which do not house patients/clients/residents overnight should be performing drills annually, at minimum.
- **Prevention and Mitigation:** Prevention refers to measures taken to avoid an incident to stop an emergency or disaster from occurring. Mitigation refers to action taken to reduce the risk and impact of a hazard.
- **Partner Organizations:** In emergency management partner organizations often include, though are not limited to, first responders (i.e. fire department, police department and EMS). Sites can align plans with these organizations by, documenting expected actions of first responders and supports they require, sharing plans with them, inviting them to participate in exercises and having them participate in site walkthroughs.
- **Incident Command System (ICS):** This is the chosen incident management system of Health PEI. Training is offered in ICS through the provincial Emergency Measures Organization, online and by contacting Emergency Health and Planning Services.
- **Business Continuity Plan:** This refers to plans designed to respond to and recover from service or system losses. Good examples of this, which should be available at your site, include be a power failure plan, a water loss plan and a boil water order plan.
- **Debrief:** This is an opportunity for staff to discuss what went well and what was challenging after an incident. It can also be used to address potential mental strain brought on by the event. Sites often hold their own debriefs after emergency events. The PSMS system also offers an opportunity to share concerns and lessons learned. The Government Employee Assistance Program is an additional resource which can assist with the debrief process.

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